

**Fire Chief Notification  
Student Disciplinary Action**  
Michigan Department of Labor & Economic Growth  
Bureau of Construction Codes & Fire Safety  
Office of Fire Fighter Training  
P.O. Box 30700, Lansing, MI 48909  
Telephone: 517-373-7981  
Authority: 1966 PA 291

Today's Date: \_\_\_\_\_ Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_

To: Fire Chief \_\_\_\_\_

Fire Department: \_\_\_\_\_

This is to notify you that the following action has been taken concerning the student listed who is participating in the OFFT training course specified. After reviewing this notification, please fee free to contact the instructor for further discussion.

Student's Name: \_\_\_\_\_

Type of Action:                  Student Warning                  Student Termination

Violation:

Conduct Violation	Attendance Violation	Other _____
Facial Hair Policy Violation	Equipment Violation	

Explanation of specific violation:

Instructor Name: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

cc: Student  
OFFT Regional Supervisor  
Training Coordinator